

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

DUTY STATEMENT

ORGANIZATION: Human Resources Division
UNIT: Office of Personnel Services

CLASSIFICATION: Personnel Specialist
065-573-1303-XXX

Under the general supervision of a Personnel Supervisor I, the incumbent is responsible for the personnel transactions of an assigned roster of approximately 180+ employees. Incumbent is expected to become increasingly independent consistent with training received and on the job experience gained.

Typical duties include the following:

- 25% Responsible for processing and keying various personnel documents for an assigned roster of employees. These tasks include processing Personnel Actions Requests (PAR's) and Employee Action (Requests (EAR's) utilizing the State Controller's Office computer system and a variety of manuals. Makes independent decisions regarding numerous personnel transactions (including salary determinations) in accordance with various laws/rules/policies and Memoranda of Understanding.
- 25% Initiates and keys appropriate documentation for supplemental pay and/or overtime including the processing, calculating and keying of 7k overtime for R06 employees. Process employees' holiday and shift differential pay, if appropriate. Processes employee docks and a variety of special pays. Updates the California Leave Accounting System with to ensure accurate leave balances are maintained.
- 20% Initiates appropriate documentation for employee garnishments, payroll adjustments, out-of-class assignments, accounts receivable, Non-Industrial Disability Leave, uniform allowance, and salary advances. Answers inquiries from employees and the public regarding to personnel/payroll issues. Responds to telephone inquiries and completes both verbal and written employment verifications. Research and resolves payroll and leave accounting discrepancies.
- 20% Completes and maintains proper documents necessary for payroll reconciliation. Updates and maintains manuals. Attends and participates in regular staff meetings. Acts as technical expert for management hiring supervisors and employees regarding various personnel transactions issues. May act as Personnel Supervisor I or lead person in his/her absence.
- 10% Researches, compiles, types, properly prepares and submits various reports and participates in special projects as determined by his/her supervisor. Have good working knowledge of standard office equipment including, but not limited to calculators, typewriters and personal computers.

Employee's Signature

Date

Supervisor's Signature

Date